

Linda Han *Drug Lab*
Dina Caloggero Charles Salemi
Kathleen Nawn Gloria Phillips
Analytical Chemistry Shirley Sprague
Julianne Nassif Janice Zanolli
Zhi Tan Charles Salemi
CT/Env Chem Michael Lawler
Jennifer Jenner James Hanchett
Gloria Cheng Nicole Medina
Peter Kane Kate Corbett
Linwood Noddin Daniel Renckowski
Bruce Hannon Peter Piro
Jill Clemmer Mai Tran
Jane Gu Amie Dookhan (Khan)
John Gillis Lisa Glazer
Giovanni Rosas Stacey DesJardins (Feiden)
Paul Servizio Daniella Frasca
Della Saunders
Lead Lab Elisabeth O'Brien
Alan Rubin
Amy Tan
Patrick Kataramu **Central Laboratory Services**
Ngozi Ogbue John Gallagher- Glassware card only
Michael Poe John Conley- Glassware card only
Felipe Alfonso Alan Borne
Suzanne Govan
CHLP Lemuel Belgrade
Patricia Jacobsen Marie Prevail
Mary Madden Juanita Govan
Paul Daly Richard Borsari
Shelia Stallings
Thuy Hunt

Grace Connolly
Andre Parris- supply delivery
Paul Walsh
Central Services
Information Technology
William Dole
Warren Erskine
Michael Normand
Ramana Reddy
Prabhu Elumalai
Gunasundari Veerapandian
Vince Regina
Ping Zou
Sada Basani
Keith Nystrom
BHQM Nancy O'Leary (drug inspector)
BEH
Kim Foley (FPP)
Tara Harris (FPP)
UMASS personnel
(facilities, housekeeping, security)

3 West Implementation Task List

Meeting held 1/28/11. Attendance: UMMS-Charles Miller (CM), MDPH Lab-Dr. Linda Han (LH), Julianne Nassif, Elisabeth O'Brien (EO), Dina Caloggero (DC), Kathleen Nawn (KN)

A. Internal customers

Task assignments

CM	LH	JN	EO	DC	KN
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1. **3 West LSS activation for personnel already onboard**

- a. Identify personnel for 3 West access card activation (Completed) X
- b. Identify 3 West personnel who haven't had LSS Floor training in the past X
- c. Perform LSS floor training as needed and complete acceptance agreement X
- d. Personnel being activated: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info X
- e. All hands: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info X
- f. Apply 3 West to access cards (and as applicable 3 East) XUMMS XMDPH
- g. Post signs at 3 West elevator lobby door and stairwell 1 door regarding secured area and access procedures, Contact phone number for access= Drug Evidence Room 983-6622 X
- h. Post signage at Emergency Release button locations X
- i. Power up 3 West doors/ Date: March 1, 2011 X

2. **Develop and Implement 3 West access request procedure for subsequent personnel**

- a. Update UMASS Security Access Form (yellow sheet). Add "Tower- 3rd Floor West (Rooms # - #)" to form X
- b. How to request access, identify DPH Lab officials who will approve access requests X X
- c. Notify DPH LSS Manager of personnel approved for access X X
- d. Complete LSS Floor training X
- e. Activate access (3 East and 3 West) X
- f. Report departures to LSS Manager X X
- g. Update sop SA.001 regarding addition of 3 West as restricted access floor (Completed) X

B. External customers/Law Enforcement/Visitors

- 1. Prepare appropriate number of "Visitor- D.A.L." access cards for use X
- 2. Apply 3 West and 3 East access to cards X
- 3. Implement revised UMMS Security "Police Log" for sign-in/out and tracking of visitor access cards X
- 4. Review revised Drug Analysis Lab visitor procedure with UMMS Security personnel X
- 5. Create information sheet for law enforcement D.A.L. visitors at UMMS Security Desk explaining access procedures using elevator, or stairwell exit if necessary (if elevator down, egress via 3 West and 3 East) X